



# Executive Committee

## Minutes of a Regular Meeting

**Date:** Wednesday, January 15, 2025  
**Location:** Electronic Meeting

**Members Present:** Peter Luckham, Chair, Thetis Trustee  
Tobi Elliott, Vice-Chair, Gabriola Trustee  
David Maude, Vice-Chair, Mayne Trustee  
Timothy Peterson, Vice-Chair, Lasqueti Trustee

**Staff Present:** Rueben Bronee, Chief Administrative Officer  
Stefan Cermak, Director, Planning Services  
Clare Frater, Director, Trust Area Services  
David Marlor, Director, Legislative Services  
Julia Mobbs, Director, Administrative Services  
Jason Youmans, Senior Policy Advisor  
Alexandra Trifonidis, Executive Coordinator

**Members of the public present:** No members of the public were present.

### 1. CALL TO ORDER

The meeting was called to order at 9:16 a.m.

### 2. TERRITORIAL ACKNOWLEDGEMENT

Chair Luckham acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations. Trustees and staff were introduced.

### 3. APPROVAL OF AGENDA

#### 3.1 Introduction of New Items

The following addition to the agenda was presented for consideration:

- 11.6 Preparation for September Trust Council Regarding Bylaw Enforcement Policy Work - Discussion

#### 3.2 Approval of Agenda

**By general consent** the agenda was approved, as amended.

##### 3.2.1 Agenda Context Notes

The Agenda Context Notes were provided for information.

### 4. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

Chair rose and report from the December 18, 2024 Executive Committee closed meeting that minutes from a previous meeting were adopted.

**5. ADOPTION OF MINUTES**

**5.1 Draft Executive Committee Special Meeting Minutes of December 9, 2024**

**By general consent** the Executive Committee Special meeting minutes of December 9, 2024 were adopted presented.

**5.2 Draft Executive Committee Meeting Minutes of December 18, 2024**

**By general consent** the Executive Committee meeting minutes of December 18, 2024 were adopted presented.

**6. FOLLOW UP ACTION LIST AND UPDATES**

**6.1 Follow Up Action List/Director/CAO Updates**

The Committee reviewed the follow up action list, and Directors provided their area reports.

**6.2 Local Trust Committee Chair Updates**

Local Trust Committee Chairs provided updates on recently attended and upcoming local trust committee meetings.

**6.3 Islands Trust Conservancy Liaison Update**

The Islands Trust Conservancy liaison provided an update noting the following:

- The next meeting of the Islands Trust Conservancy Board is on January 21<sup>st</sup> where elections will be held for a new Chair and Vice-Chair.
- At this time, a replacement has yet to be found for the interim Manager position that ends this January.
- The Director of Trust Area Services will act as the interim Manager until one is hired.

**7. BYLAWS FOR APPROVAL CONSIDERATION**

**7.1 Bowen Island Municipality - Land Use Bylaw Amendment Bylaw No. 674 - Request for Decision**

The Senior Policy Advisor spoke to the item providing the Committee with an overview.

**EC-2025-001**

**It was MOVED and SECONDED,**

that Executive Committee advise Bowen Island Municipality that Bylaw No. 674, cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 674, 2024” is not contrary to or at variance with the Islands Trust Policy Statement.

**CARRIED**

**8. TRUST COUNCIL MEETING PREPARATION - None**

**9. COMMITTEE OF THE WHOLE MEETING PREPARATION**

**9.1 Executive - None**

**9.2 Trust Area Services**

9.2.1 Draft January 30, 2025 Committee of the Whole Meeting Agenda

Vice-Chair Elliott will be Acting-Chair of this Committee of the Whole meeting.

Staff informed the Committee that Committee of the Whole meetings will be specifically dedicated to the Policy Statement Amendment Project until March's Trust Council meeting to help advance the project.

**By general consent** Executive Committee advanced the agenda to Trust Council, as presented.

**9.3 Planning Services - None**

**9.4 Administrative Services - None**

**9.5 Legislative and Information Services - None**

**10. EXECUTIVE COMMITTEE PROJECTS**

**10.1 Trust Council Initiated**

10.1.1 Executive

10.1.1.1 December Post-Trust Council Survey Results - Briefing

The Chief Administrative Officer reviewed the briefing with the Committee sharing the value of this survey being done following each Trust Council meeting.

Discussion ensued on:

- new questions for the next survey;
- feedback from trustees on specifics for future improvements;
- timing associated with the meeting; and
- addressing concerns around responses regarding Chairing and Executive Committee's support role.

10.1.1.2 Trust Council Continuous Learning Plan Survey - Request for Decision

The Chief Administrative Officer spoke to the Request for Decision.

Discussion ensued on:

- the rollout of education during the first term for new trustees regarding Islands Trust relationship building with First Nations;
- a learning library for trustees which holds reference materials and logistics to make that happen;
- suggestions for additional questions, such as:
  - What items do you think should be maintained on the Continuous Learning Plan list?
  - What topics are most important for trustee orientation?
- staff workload when introducing new functions; and
- statistics and data collection to measure value.

**EC-2025-002**

**It was MOVED and SECONDED,**

that Executive Committee direct staff to administer the Continuous Learning Plan survey to Trustees before the end of January, and that the results inform an updated Continuous Learning Plan for approval at the March 2025 Trust Council meeting.

**CARRIED**

The Committee recessed for break at 10:40 a.m. and reconvened at 10:55 a.m.

10.1.1.3 Budget Requests Reconsideration – Briefing

The Chief Administrative Officer provided introductory remarks highlighting for the Committee a few of the discretionary items that could be potential items for cost reductions.

The Director of Administrative Services reviewed the 2025/26 Budget Estimates for UBCM/AVICC Conventions attachment with the Committee.

Discussion ensued on:

- the 2024 Expenses for Trust Council Training and Conferences item line;
- the Continuous Learning Plan sessions to be held virtually for cost savings; and
- the value in reducing certain costs to show leadership.

The Committee reviewed the Executive Committee Budget Request Summary attachment with members providing their cost reduction suggestions.

Staff answered questions and provided information where Islands Trust policy directs decision.

**EC-2025-003**

**It was MOVED and SECONDED,**  
that Executive Committee request staff reduce the Association of Vancouver Island Coastal Communities/Union of BC Municipalities Convention budget request for fiscal 2025/26 to \$19,600.

**CARRIED**

**EC-2025-004**

**It was MOVED and SECONDED,**  
that Executive Committee request staff reduce the Planning Application Budget request for fiscal 2025/26 to \$15,000.

**DEFEATED**

**EC-2025-005**

**It was MOVED and SECONDED,**  
that Executive Committee request staff reduce the Public Communications Budget request for fiscal 2025/26 to \$45,000.

**CARRIED**

**EC-2025-006**

**It was MOVED and SECONDED,**  
that Executive Committee request staff reduce the Executive Committee Travel for Training Budget request for fiscal 2025/26 to \$0.

**EC-2025-007**

**It was MOVED and SECONDED,**  
that the motion be amended by changing the dollar amount to \$1000.00.

**CARRIED**

The question on the amended motion was called:

that Executive Committee request staff reduce the Executive Committee Travel for Training Budget request for fiscal 2025/26 to \$1000.

**CARRIED**

**EC-2025-008**

**It was MOVED and SECONDED,**

that Executive Committee request staff reduce the Executive Committee Training Budget request for fiscal 2025/26 to \$1500.00.

**CARRIED**

The Committee recessed for break at 12:01 p.m. and reconvened at 12:35 p.m.

10.1.2 Trust Area Services

10.1.2.1 2025 Association of Vancouver Island Coastal Communities/Union of BC Municipalities Proposed Resolutions (Annual Item) - Request for Decision

The Director of Trust Area Services introduced the item.

It was shared with the Committee that a working group was formed coming out of the Union of BC Municipalities convention in September with over 50 members included.

**EC-2025-009**

**It was MOVED and SECONDED,**

that the Executive Committee direct staff to forward a resolution with backgrounder for consideration at the 2025 Association of Vancouver Island and Coastal Communities (AVICC) and Union of BC Municipalities (UBCM) conventions, requesting that the Province implement initiatives that offer mental health supports tailored to the needs of local elected leaders in British Columbia.

**CARRIED**

10.1.3 Planning Services - None

10.1.4 Administrative Services - None

10.1.5 Legislative and Information Services - None

**10.2 Executive Committee Initiated**

10.2.1 Executive - None

10.2.2 Trust Area Services - None

10.2.3 Planning Services - None

10.2.4 Administrative Services

10.2.4.1 Appointment of Financial Statement Auditors - Request for Decision

The Director of Administrative Services presented the item. The Committee discussed renewing the request for proposal to appoint an auditor for future year services.

**EC-2025-010**

**It was MOVED and SECONDED,**  
that KPMG be appointed auditor for the Islands Trust  
and the Islands Trust Conservancy 2024/25 financial  
statement audit.

**CARRIED**

10.2.5 Legislative and Information Services

10.2.5.1 Development of Primers - Discussion

Vice-Chair Elliott spoke to the item providing a backgrounder.

The Committee discussed the following:

- Trustee onboarding and orientation materials.
- Use of plain language in orientation materials.
- The value and benefit of the materials.
- Local trust committee toolkits and the valuable information they include.
- The need for a midterm check-in with trustees.

10.2.5.2 Chair Primer

The Committee reviewed the Chair Primer and provided staff with the following feedback:

- Add information on configuring a motion.
- Add information on amendments.
- Change the document name to Chair's Primer and add a date.

Further discussion was had on creating an additional primer on rules for assembly using specific information from a previous training session on chairing and the information sheet Chair Luckham distributed at December's Trust Council meeting.

**EC-2025-011**

**It was MOVED and SECONDED,**  
that Executive Committee request staff to prepare a primer on principles of the meeting assembly based on the guidelines from the training session May 19, 2022 along with clarification on points of order.

**CARRIED**

**11. NEW BUSINESS**

**11.1 Executive/Trust Council - None**

**11.2 Trust Area Services**

11.2.1 LTC Chairs Report on Local Advocacy Topics

Nothing to report.

**11.3 Planning Services** - None

**11.4 Administrative Services** - None

**11.5 Legislative and Information Services** - None

**11.6 Preparation for September Trust Council Regarding Bylaw Enforcement Policy Work**

The Chair spoke to the item noting this item has arisen from a question asked from a trustee.

The Regional Planning Committee liaison provided the Committee with background information and historical information on the project, in general.

Staff provided clarification on the project charter providing clear steps on the process that were being followed.

On Monday, a Regional Planning Committee Special Meeting will be held to discuss the Bylaw Enforcement Best Practices Manual and policies.

Discussion ensued on:

- the importance of motions and crafting motions with specific wording;
- the process on how Executive Committee reviews Trust Council material for forwarding to a Trust Council agenda and potential improvements to the process;
- mechanisms to avoid this situation from happening again in the future; and
- the responsibilities of Chairs and committee liaison members.

**12. CORRESPONDENCE (for information unless raised for action)**

**12.1 2024-10-31 Bowen Island Municipality - Policy Statement Amendment Project**

Discussion was had on key messages to include in the response to Mayor Leonard and Bowen Island Municipality including: Islands Trust engagement could have been managed better; the need to strengthen the relationship; and truthful and respectful acknowledgment and recognition of the points made in the letter.

Clarification on the communication channels and responsibilities of the Chair and the two Bowen Island Municipality representatives that sit on Trust Council was had.

**12.2 2024-12-05 J Ronsley - Draft Trust Policy Statement**

**By general consent** correspondence item 12.2 was received for information.

**12.3 2025-01-08 Raincoast Conservation Foundation - Letter of support for climate resiliency grant funding**

The Director of Trust Area Services spoke to the item bringing to the Committees attention concern with the wording in the last sentence in the second to last

paragraph in the support letter template. Concern was raised on supporting this without Trust Council direction.

**EC-2025-012**

**It was MOVED and SECONDED,**

that Executive Committee request staff reply to Raincoast Conservation with respect to their letter inviting them to present their request to a future Trust Council meeting.

**CARRIED**

**12.4 2025-01-08 Western Canada Marine Response Corporation - Invitation to tour the Incident Command Post**

**By general consent** forward to trustees noting that if they choose to attend it will need to be self financed.

**12.5 2025-01-09 B Lee - Illegal RV Campground, Salt Spring Island**

**By general consent** staff to forward to Salt Spring Island Local Trust Committee and the Islands Trust Bylaw Enforcement department.

**13. WORK PROGRAM**

**13.1 Review and amendment of current work program**

**By general consent** the Work Program was received for information.

**14. NEXT MEETING**

The next scheduled Executive Committee meeting will take place electronically on February 5, 2025 at 9:15 a.m.

**15. CLOSED MEETING**

**EC-2025-013**

**It was MOVED and SECONDED,**

that the meeting be closed to the public subject to Sections 90(1)(a) and (c) of the Community Charter in order to consider matters related to personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and labour relations or other employee relations; and that staff attend the meeting.

**CARRIED**

The meeting was closed to the public at 2:10 p.m. and reopened at 2:27 p.m.

**16. ADJOURNMENT**

**By general consent** the meeting adjourned at 2:27 p.m.

**Peter Luckham, Chair**

**CERTIFIED CORRECT:**

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**Alexandra Trifonidis, Executive Coordinator and Recorder**